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8 July 1953

MEMORANDUM FOR: DAD/CD

THRU: CIA Librarian

SUBJECT: Organization of Foreign Publications Branch

1. In accordance with your instructions, I have prepared an outline plan of operations which the Foreign Publications Branch can fulfill with a staff of [] from FDD and [] from Book Branch, if the plan for abstracting is dropped. This outline is attached as Enclosure 1.

2. Bagnall has agreed to the reallocation of personnel as indicated, but the individuals concerned have not been consulted.

3. Attached as Enclosure 2 is a memorandum from the present Chief of Document Control Branch which outlines the problem from his view point and points out the expected impact on the staff. It is included for your information.

4. It is specifically understood that the procurement function and dissemination function are entirely the responsibility of DDD and the screening panel for FDD will exist solely for internal FDD purposes.

5. If you and AD/CD concur in this transfer, we propose to send a carbon copy of this memorandum to Chief, FDD/CO for information, and another copy to Administrative Officer, CD, for implementation.

[]
Deputy CIA Librarian

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1. To implement WCCB-16 along the lines laid out in

- a. Memorandum from BDI to AD/O and AD/CD, 10 April 53,
- b. Memorandum from BDI to AD/O and AD/CD, 7 May 53, and
- c. Memorandum from AD/O to Chief, FDD, 2 July 1953

the following proposal is submitted:

(1) Organize the CIA Library Foreign Publications Branch to perform the following functions in the order indicated:

- a. Procure foreign language publications as required.
- b. Receive and maintain Kardex records of serials.
- c. Receive and control monographs.
- d. Forward copies of serials and monographs to FDD for screening, evaluation, and return.
- e. Forward copies of serials to other locations as indicated.
- f. On return from FDD, forward all monographs to Book Branch for cataloging, and publish an accession list with abstracts if personnel strength permits.
- g. Forward monographs to requestor or Library file if not in response to a specific order.
- h. Provide reference and circulation services to FDD as required.

2. As the referenced papers require a division between FDD and CIA Library of activities which have previously been done by the same personnel, it becomes necessary to reallocate the personnel. It is therefore proposed that the following personnel be transferred from FDD to OCB:

<u>Name</u>	<u>Job Title</u>	<u>Grade</u>	<u>Position Number</u>

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Security Information

Enclosure I

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<u>Name</u>	<u>Job Title</u>	<u>Grade</u>	<u>Position Number</u>
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5. As the Library functions performed by the personnel being retained by FDD will still have to be performed, some additional personnel to replace them will probably be required; however, there are no accurate figures available as to the division of their time in the past between Library functions and screening functions. Therefore, it is proposed that a request for new positions be deferred until experience indicates the actual personnel strength required to do the job.

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